



**Program:**

02/05/2020 4:07 PM

Application #: 256690

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**Application / Project Name:**

From "Survivor" to "Thrivers" - 256690

**Application Party ID:**

234260

**Organization ID#:**

182227

**Please complete the fields below for your organization. If your program is sponsored by a fiscal agent, please complete the information for the sponsor organization.**

**Organization Legal Name:**

Thistle and Bee Enterprises Inc.

**LIVEGIVEmidSouth.org Profile URL:**

<https://roundtable.livegivemidSouth.org/organizations/1161536>

**Organization Address:**

P. O. Box 111607, Memphis, TN 38111

**Organization Phone Number:**

9018713713

**If your program is sponsored by a fiscal agent, please list the name of your program.**

**Grant Contact Name:**

Cloud, Eli

**Grant Contact Title:**

Executive Director

**Grant Contact Email:**

ecloud@thistleandbee.org



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**Grant Contact Phone:**

(901) 871-3713

**Total Project Budget:**

\$92,130.00

**Grant Amount Requesting:**

\$9,000.00

**As stated in the application guidelines, an eligibility requirement for this application is a published, reviewed LIVEGIVEmidsouth.org profile for the applying organization. To meet eligibility: if the applying organization needs to submit a new LIVEGIVEmidsouth.org profile to be published OR submit updates and edits to an existing profile, it must be submitted for review by January 23, 2020.**

**I understand this requirement.**

Yes

**As stated in the application guidelines, a representative from each organization chosen as a grant finalist must give a 3-minute presentation at the GiVE 365 Finals event on the evening of Monday, April 20 at The Bluff on Highland.**

**I understand this requirement.**

Yes

**Has your organization ever received a GiVE 365 grant?**

No

**Please provide a brief 2-3 sentence summary of your project or program for use in communications with GiVE 365 members and for The Finals event printed program, should your application be chosen. (The description may be edited by staff.)**

Thistle and Bee offers a two-year residential program, "The Hive," designed to address the needs of women desiring to exit sex trafficking, prostitution, and addiction. Women live in a home setting where they have daily opportunities to practice community living as they heal from histories of physical, emotional, and sexual trauma.



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We work with participants as they secure the required safe, stable housing before graduation.

**Please describe the project or program for which you are seeking funding and how it addresses the grant theme *Stable, Safe & Thriving: programs that address housing security for Memphians.***

The women served by Thistle and Bee have spent most of their lives simply trying to survive. Multiple systems have failed her. She has been neglected and abused. She may have ended up on the streets after running away from home to escape an abusive situation. Sadly, many of our women were first trafficked by a family member (familial trafficking) at a young age.

Our program provides two-years of stable and safe housing in a supportive community. This time allows survivors to focus on processing their past and planning for their future. This long-term program provides the tools for graduates to obtain safe, stable housing upon graduation so they can model what they have learned to their family and community, breaking the cycle of sexual exploitation as a means to an end.

**What is the target population(s) addressed by your program or project?**

Women survivors of sex trafficking, prostitution, and addiction.

**How does your project or program specifically address the needs of this target population? Do you partner with any other organizations to further address these needs?**

When entering the program, our residents help create their own personalized plan for their healthcare and therapeutic needs. For the first 4-6 months, residents focus on recovery, attending group meetings, medical appointments, individual therapy, and other educational courses. While in the program, women are also eligible for our savings program that provides a \$1 for \$1 match of resident's savings up to \$1,200.

Thistle and Bee's residential program is modeled after the Thistle Farms, Magdalene House model, founded in 1997 by Becca Stevens in Nashville. As a Sister Organization of Thistle Farms, we are a part of a National Network comprised of 59 like-minded organizations committed to connecting survivors of prostitution, trafficking, and addiction to hope, healing, and empowerment.

We also collaborate and meet quarterly with Restore Corps, Lisieux Community, and A Way Out (local organizations serving the same population in Memphis).

58% of services offered in the clinical program are provided as in-kind services by community partners. Notably, The Hart Center – Intensive Out Patient (IOP), trauma-informed group and individual therapies. Christ Community, Church Health, Regional One – Medical. Lifecare Family



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services, medication management and counseling. Hope Credit Union’s “Operation Hope” program – financial literacy, budgeting, mentoring. Second Baptist Church – production site. Connections Counseling, equine therapy... just to name a few partner organizations.

**The grant period extends from May 2020 to April 2021. During this period, approximately how many community members will be served by this program?**

12

**How does your organization qualify that a community member has been served through this program?**

Women admitted to the Thistle and Bee residence (The Hive) who remain in the program for a minimum of 40 days are considered to have received services from Thistle and Bee. Even women who do not graduate from the two-year residential program receive assistance and services. Exit interviews and follow up surveys are conducted with community members who choose to leave the program before completion to gauge the impact of the Thistle and Bee program on the individual.

**Please provide a timeline or important dates for the program within the grant period, May 2020 to April 2021.**

\* Individualized Program Plans are created for each participant and are updated quarterly.

\*\* Our 6th Resident is scheduled for intake in February of 2020.

The following timeline includes important dates for Thistle and Bee.

May 2020:

- Residents 1 & 2 reach the one-year mark
- Resident 1 to purchase a car using money saved from her employment in the T&B social enterprise.
- Resident 2 attains GED and begins equine therapy
- Full-time survivor staff member celebrates one year of employment as a Certified Peer Recovery Specialist and graduates with her BA from Lemoyne Owen

June 2020:

- \*\*All current residents have completed IOP
- New Program - Behind Bars Program at West Tennessee Penitentiary in Henning (capacity for 6 women) is fully operational

October 2020:

- Resident 3 reaches 1 year mark
- 2nd Biannual Family Day Event
- 2nd Annual Sweeter Than Honey Fundraiser Luncheon



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- Leadership/mentorship training begins for residents 1 & 2
- December 2020:
- Residents 4 & 5 reach one-year mark
- January 2021:
- Workforce preparation and job placement strategy begins for residents 1 & 2
- March 2021:
- Housing search and transition planning with residents 1 & 2
- April 2021:
- Resident 1 reunites with minor children in safe, stable housing
  - Residents 1 & 2 prepare for May graduation
  - 3rd Biannual Family Day

**How and when will you evaluate your program or project?**

Within the first 30 days, new residents create Individual Program Plans with the Program Director, which are utilized throughout their participation in the program. One-on-one sessions with the program director are conducted quarterly (or more often, if needed) for the purpose of assessing milestones and achievements regarding personal growth goals; educational needs and career goals; physical and /or emotional health; problems and concerns of daily living; and accessing outside resources and other issues of concern to the resident. Each goal plan includes a Relapse Prevention Plan individualized to a resident’s drug of choice, history of addiction and trauma, triggers and current factors.

As goals and issues are reviewed and evaluated by the clinical team biweekly, progress is assessed and solutions and/or alternatives found if the resident is not meeting her desired goals.

The Hive program has 4 phases. See Residential Program Handbook attached.

**Define success for your program by the end of the grant period. What goals do you have to measure effects or outcomes for participants?**

Thistle and Bee will be preparing to graduate residents 1 and 2 at the completion of this grant period. Graduation is in May 2021. In April, we will lend support as they secure independent housing. Participant 1 will be reunited with her minor children.

It is also our intention to add additional residential capacity in the 2nd quarter of 2021, if feasible. A “Behind Bars” program with the capacity for 6 women will be added in 2020.



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Goals/requirements for survivors working in the program include:

- Attend 90 Twelve Step Recovery Meetings in 90 days
- Work the 12 steps with a sponsor
- Complete Intensive Outpatient Treatment (IOP)
- Obtain proper life documentation
- Address legal history (if necessary)
- Receive medical, dental, vision care
- Participate in multiple therapeutic programs including trauma-informed therapy, DBT Skills, Equine therapy, and individual counseling.
- Maintain part-time employment and/or attend school
- Access credit report
- Develop a budget and money management plan
- Participate in T&B's Matched Savings program (participants must save a minimum of \$1,200 before graduation. T&B matches 100% of the required minimum savings)
- Create and implement a plan for graduation and transition to independent living that includes safe housing, work, financial planning, a relapse prevention plan and a network of support.

**Define long-term success for your program. What do you expect the long-term effects or outcomes to be for participants?**

Successful graduates will be gainfully employed, sober, and living independently in safe, stable housing five years after graduation. These are the metrics used by Thistle Farms.

After two years in the residential program, women become candidates for graduation. And after graduation, many women will continue working in our social enterprise and often move into full-time and supervisory positions. Others take the skills they have acquired and find work in the community. Those who wish to continue their education will be supported and mentored as a "Sister for Life."

Graduates become part of the "Sisters for Life" Network. Similar to an alumni network, after the women leave our program, they still have access to counseling, education opportunities and emergency financial assistance. Sisters remain connected through participation in voluntary events, groups, and mentorship.

**Please detail the staff members and/or volunteers who will run this project or program during the grant period.**

Eli Cloud, executive director  
Bethany Hanczor, program director



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**In order to keep GiVE 365 members informed of the grant's progress, grantees are required to provide brief updates that can be shared with members at least two times in the twelve-month grant period. Will you be able to provide updates on the project that can be shared with GiVE 365 members through some or all of the following methods: social media, photos/videos, site visits, etc.? Creativity is highly encouraged. Please explain how you could share about your project or program.**

In addition to providing updates to our supporters of progress being made, events, news, and accomplishments with quarterly newsletters, Thistle and Bee is committed to creating quarterly videos that will be shared across our social media channels and on our website.

Words cannot adequately describe the miracle of seeing a woman awaken her true self as she begins to envision a future that isn't wrought with pain, and despair, and SURVIVAL. We strongly encourage GiVE365 Members to plug in by subscribing to our newsletter, following us on social media, and/or volunteering.

Interested GiVE365 Members are welcome to visit our production site and/or our residential site. The residential site is a "Safe House," so we ask that any interested members sign a confidentiality agreement. Visits can be arranged by contacting our volunteer coordinator, Jessica Harris at [jharris@thistleandbee.org](mailto:jharris@thistleandbee.org)

**Remember to provide a project budget by uploading it in the Application Uploads table once you have saved this form. A detailed project budget should include line item expenses such as materials, staff time, and any other costs associated with this program/project. Please detail BOTH revenues and expenses, including other grants or income sources if applicable. A budget narrative may be brief, but it is mandatory.**

**Full Name of Executive Director or Authorized Signer:**

Eli Cloud

**Date:**

2/5/2020

Thistle and Bee Enterprises



**THISTLE AND BEE ENTERPRISES, INC.**  
**RESIDENTIAL PROGRAM BUDGET FORECAST 2020**

Income:	2020 Budget	Narrative
Donations - Cash	75,000	Proportional amount of total anticipated unrestricted donations dedicated to the residence.
Grants	17,000	Projected total grants dedicated to residential program. Source(s) of grants currently not known. Grant applications have either been submitted or are currently in progress.
<b>Total Income</b>	<b>\$ 92,000</b>	
<b>Expense:</b>		
<b>Housing Expenses</b>		
House Rent	17,700	\$1200/month - January. \$1500/month February through December
House Utilities	4,200	Based on running rate in 2019
House Insurance - Renter's	500	Increase from 20019 due to more residents
House Maintenance	2,500	Based on running rate in 2019
House Phone	1,500	Based on running rate in 2019
Misc. House Expenses	2,400	Based on running rate in 2019
Residence Manager Salary	15,600	This salary is completely dedicated to housing.
Clinical Director Salary	18,645	33% of total annual salary.
Peer Support Coordinator	10,502	33% of total annual salary.
ED Salary	1,236	5% of total annual salary
Survivor Stipends	6,250	Based on additional survivors and their anticipated move into the Social Enterprise. Stipends are discontinued in lieu of salaries earned in the Social Enterprise upon entrance into Phase 2.
Taxes	6,897	15% of all salaries
Misc. Survivor Expenses	4,200	Based on running rate in 2019
<b>Total Expenses</b>	<b>\$ 92,130</b>	



*Thistle & Bee*  
*Long-Term*  
*Residential Program*



***THE HIVE***  
***HANDBOOK***

*P.O. Box 111607*  
*Memphis TN 38111*  
*(901) 338-8299*

## PART I: MISSION AND VISION

The mission of Thistle and Bee is to provide sanctuary along with an array of support services, educational opportunities, paid vocational training and employment and safe, permanent housing for healing and restoration. We strive to help **HEAL**, **EMPOWER**, and **EMPLOY** women. The purpose of the Thistle and Bee Residential Program is to encourage healing and restoration in the context of community living for women who have survived sex trafficking, prostitution, addiction, and/or homelessness. The vision of Thistle and Bee is that of women growing individually and collectively, while living in community. We believe that love is more powerful than all the social, psychological, and economic forces that drive women to the desperate means of survival of life in the streets. We believe that every woman is inheritably worthy of receiving love and respect and experiencing purpose and joy. We affirm the transformative power of love and the strength of a community of women.

We strive to empower women by:

- Providing a rent free, home environment based on a community living model for up to 24 months
- Providing 24/7 crisis intervention support
- Fostering self-understanding through personal and spiritual growth
- Providing educational and paid vocational opportunities
- Helping residents live honest, sober, and self-sufficient lives
- Providing a matched savings program for income
- Offering the time and support needed to recover from a history of trauma

*Thistle & Bee is an equal opportunity agency. The selection of women for the program and the employment, assignment and promotion of staff will be based on an individual's qualifications as they meet agency guidelines without regard to race, ethnicity, color, sex, national origin, age, sexual orientation or religion.*

## HISTORY

Thistle & Bee Enterprises, Inc. began in spring 2014 with a small group of volunteers from Calvary Episcopal Church in downtown Memphis, and Church of the Annunciation in Cordova, Tennessee. The parishioners were inspired by Magdalene/Thistle Farms in Nashville, Tennessee, and formed as a sister organization, joining their efforts to make a difference in the lives of women exiting prostitution and sex trafficking in Memphis.

Thistle & Bee received its original charter in July 2015, and gained 501c3 status in May 2016. Since that time a Board of Directors was formed and in 2017, professional staff was hired to implement a three-year strategic plan.

The organization began with a social enterprise based around bees. The original idea - to raise bees and grow herbs to harvest and sell to the community – has evolved and expanded. The bees continue to be the center of the focus, as we work alongside beekeepers to learn to care for the bees and harvest the honey, which is offered for sale to the community. Additionally, products are made using honey as a natural sweetener – honey lemonade, and a 14-ingredient premium granola amongst the product line.

Through a partnership with St. Columba Episcopal Conference Center, where the majority of the bees are housed, the Episcopal Diocese of West Tennessee, and local philanthropists, Thistle & Bee's apiaries grew in summer 2018 from 13 colonies of bees to more than 80 colonies.

Five women were invited to participate in the initial program in June 2017. All five stayed throughout the first 90-days. Two continued to become the first graduates from the two-year program in June 2019. Thistle and Bee has been able to serve 9 women to date.

The Hive opened in May 2019 and has the capacity to serve up to 4 new women.

## **PART II: STAGES OF RESIDENCY**

### ***REFERRAL GUIDELINES AND INITIAL ENTRY INTO PROGRAM***

Participants are referred to Thistle and Bee from a variety of sources including alcohol and treatment centers, mental health facilities/providers, penal systems, various social service programs and individuals. Upon referral, an individual is interviewed by telephone and placed on the waiting list until space becomes available. Thistle and Bee staff will complete an intake and all clinical staff will review the application to determine if the woman meets the criteria for the program and if she can best be served by this agency. If a woman is accepted, she will be notified of her acceptance into the program and given a Resident Handbook to review. If an applicant is not accepted she will be given a list of referral agencies that may be better able to meet her needs.

If an accepted resident is coming from a detention and/or recovery/mental health facility, the Program Director will coordinate with the facility to arrange transportation to Thistle and Bee once her release day and time have been established. At that time, the Program Director or other Thistle and Bee staff will introduce the new resident to the other residents, orient her to the house, and proceed with orientation paperwork. If the new resident is not coming from a facility, the Program Director will meet her at The Hive and/or an agreed upon public location.

### ***ENTRANCE CRITERIA FOR THE HIVE***

- **Recent history of prostitution, sex-trafficking, and/or other sexual exploitation in addition to substance addiction**
- **Having no outstanding warrants**
- **Must have completed a 30-day rehabilitation program/pass drug screen**
- **Not taking suboxene**
- **Not receiving SSDI**
- **Must be able to get around independently (no wheelchair handicaps)**
- **Must be able to independently take care of self (take own medications) with no history of suicide attempts via overdose on meds**
- **Having no history of traumatic brain injury**

### ***ORIENTATION AND ASSESSMENT***

Orientation to Thistle and Bee will take place within the first few weeks upon entering the program. All incoming residents must attend orientation sessions. The sessions will offer an opportunity for new residents to become acquainted with each other, with the history of Thistle and Bee, with program guidelines and expectations and to address individual and community issues and concerns.

Within 30 days of entering The Hive, each resident will begin a community based intensive outpatient program (IOP). All new residents attend 90 AA/NA/SLAA meetings in 90 days to connect to recovery communities outside of Thistle and Bee. Residents also work with the Program Director to complete a needs assessment and social history as well as a goal treatment plan for use of measuring her progress in the program. The plan is written by the resident with staff support and can be updated throughout the course of her stay.

Ongoing 'One-on-One' meetings with the Program Director are an opportunity to discuss and reflect on gains in meeting recovery, physical, mental health, education, employment, legal, financial, and relationship goals. The purpose of these meetings is to track personal growth and development. As goals and issues are periodically reviewed and evaluated by the resident and staff working together, progress can be assessed and solutions and/or alternatives found if the resident is not meeting her desired goals.

### ***THE FOUR PHASES***

The phases of Thistle and Bee are based on practical ways that we can love ourselves and each other, heal from our past, live in community, and grow in recovery. They are a part of a set of principles found in, Find Your Way Home, written and published by Magdalene residents at Thistle Farms. They reflect on our belief that in living under a common rule of unconditional love, we will all heal and grow together.

The Hive program has four phases that correspond to the stage of individual change and growth within the sanctuary of community.

**Welcome to the Circle – approximately 0 - 6 months of residency**

**Consider the Thistle – approximately 6 - 12 months of residency**

**Find Your Way Home – approximately 12 – 24 months of residency**

**Sister for Life – graduation and beyond**

**Each phase contains guidelines and expectations as well as opportunities for independence and privileges.**  
**Progression through the phases will be determined by length of time in the program, stability in recovery, adherence to program guidelines, active participation**

**in community life, and movement toward goals for health, personal growth, education, and employment. Successful completion of each phase is required for a resident to progress to the next. However, the length of stay in each phase is at the discretion of the program team and is based primarily on the residents' motivation for change \*see Stages of Change Model attached. A resident may stay up to two years in the residential program at The Hive.**

### **Phase I – Welcome to the Circle (approximately 0-6 months)**

Welcome to the Circle is the first phase of The Hive residency. This phase lasts approximately six months. Residents move on to the next stage upon fulfillment of the requirements outlined below:

- Complete orientation
- Create and follow the individual and community goal plan established with input from staff
- Attend 90 twelve-step meetings in 90 days and present meeting sheet, signed by the meeting leader
- Get a sponsor and actively begin working on step work within the first 90 days of program
- Begin to address financial and legal needs/issues
- Obtain proper life documentation if necessary
- Address legal history if necessary
- Attend morning meditation
- Attend ALL weekly program meetings/groups/classes
- Adhere to weekly individual counseling
- Attend all retreats
- Adhere to a curfew of 10:00pm
- Adhere to all medical and mental health evaluations
- Open a checking/savings account
- Work on approved visitors list

#### **Guidelines for Phase I Residents:**

#### **Recovery and Treatment**

In order to remain in good standing at The Hive, residents must be accepted into and maintain active enrollment in an Intensive Outpatient Treatment Program (IOP) following admission into Thistle and Bee.

Successful completion of IOP and any other treatment program, in which residents are enrolled, is a requirement for maintaining residency in The Hive. Successful completion of IOP is determined by clinicians at The Hart Center and is based on your motivation to change.

The Program Director will maintain regular contact and meet periodically with the IOP staff to discuss The Hive's residents' progress and special concerns.

**\*Residents who disrupt their treatment with IOP will be dismissed from Thistle and Bee.**

All outside treatment entities can and will immediately report any violations, problems or concerns regarding The Hive's residents to the Program Director, in order to work together towards satisfactory resolution.

Most if not all women coming into Thistle and Bee have experienced childhood abuse and/or adult rape trauma and struggle with trauma related stress. Starting in Phase I, residents are referred to community providers for weekly individual therapy to begin addressing the connection between childhood experiences, addiction, trafficking and/or prostitution. Long term recovery and growth is greatly enhanced by individual therapy with an experienced provider.

### **Schedule and Activities**

During the first six months, residents are encouraged to follow the expectations of Phase I, which are focused on personal growth, exploration of goals, rest, and healing. Thistle and Bee staff will support and assist all residents in getting personal affairs in order, obtain a legal ID and access community resources; food stamps. The Program Director will assess your history of trauma, addiction and medical/dental/mental health needs as well as help you make appointments with community health providers.

### **Goal Planning and One-On-Ones**

Within the first 30 days, new residents create individual and community goal plans with the Program Director, which will be utilized throughout their participation in the program. These sessions are for the purpose of assessing milestones and achievements regarding personal growth goals; educational needs and career goals; physical and /or emotional health; problems and concerns of daily living; and accessing outside resources and other issues of concern to the resident. Each goal plan will also include a Relapse Prevention Plan individualized to a resident's drug of choice, history of addiction and trauma, triggers and current factors. As goals and issues are periodically reviewed and evaluated by the resident and Program Director, progress can be assessed and solutions and/or alternatives found if the resident is not meeting her desired goals.



### **Cell Phones**

Cell phones are not allowed during Phase I. Residents are discouraged from talking to family on the house phone until after 30 days.

### **Curfew**

Residents are required to adhere to a 10:00pm curfew each day of the week. *(Subject to change by the Program Director depending on evening activities).*

### **Clothing and Personal Items**

Thistle and Bee will buy shoes, clothing, and other essential personal items initially, as needed, contingent upon program funds, for new residents. Because closet space in each house is limited, residents are strongly encouraged to bring and/or acquire limited clothing and personal items.

### **Infestation Precaution**

Upon arrival, each resident is required to place all clothing and bedding in the dryer, prior to unpacking.

### **Incident Reports**

For all major occurrences that involve a Thistle and Bee resident, staff is required to complete and submit an incident report within 24 hours to the Program Director.

### **Visitation/Day Passes/Spending the Night Away**

After successfully completing 90 days at The Hive, residents may request onsite weekend visits with family members and/or child(ren). The Program Director and/or Resident Manager must meet and interview all family members ahead of visitation to be approved and deemed a “safe person” and a support in treatment. In addition, housemates must be made aware of all visits within 48 hours of the scheduled visit. Residents who have legal rights to visitation with their minor children may do so two weekends/per month at their residents or in the presence of a staff member/volunteer outside of the residence. Visiting children must leave the premises by 6:00pm to allow residents to attend evening AA/NA/SLAA community meetings. Children and/or family members are not permitted to have overnight visits at The Hive. Requests for onsite visitation will need to be made at least two weeks in advance.

Residents in Phase I **may not** receive day passes or spend the night away from The Hive, with the exception of visiting minor children in the presence of a staff member/volunteer. If a resident stays out overnight, it is assumed that she has relapsed. It is the immediate responsibilities of all housemates to notify the Program Director and/or Resident Manager as soon as they are aware that a housemate has not returned home.

**\* Visitation privileges are contingent upon meeting each milestone of the program. Provided all guidelines are met, residents in Phase I can be granted two day visits per month, as decided on a case-by-case basis by Staff.**

## **Pregnancy**

Residents who discover they are pregnant may not participate in the Thistle and Bee program. They will be assisted with a referral for other services.

## **Stipends/Food Stamps**

Each resident will receive a weekly stipend for food and incidental living expenses during Phase I. All new residents are assisted in applying for food stamps if they do not already receive them. Residents are required to use their food stamps to purchase food for themselves. Sharing food is decided on an individual basis. Residents are also required to utilize their food stamps to contribute to one community meal a week.

**\* Stipends will be withdrawn in the event the woman chooses to: 1) receive regular outside sources for monetary support (not a one-time gift); and 2) give their money to help support others (with the exception of minor children).**

## **Phone Etiquette**

Residents may receive incoming phone calls on the house phone; and make outside phone calls until 11:00pm each night. When answering the phone, residents are not permitted to share information about one another or about the location of The Hive. Refer all outside caller's questions to staff. Residents are not permitted to use the phone during group. Residents are encouraged to use the chain of command. When calling staff members, if no answer, residents are to leave a message and wait for staff to respond.

**\*If a resident disregards any of the above guidelines within Phase I (6 months), they will be required to meet with the Program Director to re-evaluate their goals, and possibly have their stipends revoked and placed on a "Special Plan." In some cases, a resident may be considered for immediate dismissal from The Hive.**

## **Privileges associated with meeting the 90-day milestones:**

- Begin education with preparation and entry into school or work by the sixth month of The Hive residence

## **Privileges associated with meeting the 6-month milestones:**

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## **Phase II – Consider the Thistle (approximately 6-12 months)**

Consider the Thistle phase of residency begins when all requirements are met for Phase I, typically after her first six months at The Hive. This phase lasts

approximately 6-12 months, depending on the fulfillment of the requirements outlined below:

- Maintain part-time employment and/or attend school
- Attend all retreats
- Attend morning meditation every morning
- Maintain a curfew of 10:00pm
- Attend ALL weekly program meetings/groups/classes (including fitness classes)
- Access credit report
- Develop a budget and money management plan
- Continue to work towards completion of all goals as identified in individual and community goal plan
- Attend the mandatory 5 twelve-step meetings per week and present meeting sheet, signed by the meeting leader, at the beginning of each Monday community meeting; actively working on steps
- Obtain approval from Staff and housemates for all visitors, Saturdays and Sundays only
- Continue to follow through with all recommended medical, dental, recover and mental health treatment throughout the duration of your residency at The Hive

### **Guidelines for Phase II Residents:**

#### **Recovery and Treatment**

Residents are required to attend five (5) 12-steps meetings per week. Residents are required to deliver their weekly meeting sheets to the Program Director at the beginning of each community meeting. Phase II residents are expected to be actively engaged in 12-step work as well as utilizing a community AA/NA/SLAA sponsor and guidance.

#### **Employment**

The Hive's residents in Phase II are required to maintain part-time employment through Thistle and Bee's social enterprise.

#### **Curfew**

Residents are required to adhere to a 10:00pm curfew each day of the week. (*Subject to change by the Program Director*).

#### **Cell Phones**

Phase II residents may obtain a cell phone for personal use, provided they have staff approval and a budget that includes ongoing payment for the phone.

\*Staff maintains the right to withdraw this privilege if necessary.

## **Education**

Phase II residents are encouraged to further their education while working part-time in the social enterprise. Any woman who enters the program without a high school degree or a GED is encouraged to enroll in a program that will support her in obtaining a degree or a GED certificate. Staff assists residents in setting educational goals and implementing an individualized education plan. This can include the completion of a GED, specialized vocational training, or college study. All Thistle and Bee residents enrolled in educational programs are required to attend all classes, work with a tutor (if necessary) and maintain a minimum “C” average in all course work.

## **Visitation/Day Passes/Spending the Night Away**

Phase II residents are eligible for weekend onsite visitations with family members as well as going on a day pass with family members, children, or sponsors. All visitors must be approved through an interview with Thistle and Bee Staff to be deemed a “safe person.” Requests for onsite visitation and/or day passes will need to be made two weeks in advance by using the following guidelines:

- Providing a contact name, phone number, and address given to the Program Director
- The person must be considered a safe person and previously been interviewed by Thistle and Bee Staff
- Providing the estimated time she expects to return home

Residents in Phase II **may not** spend the night away. If a resident stays out overnight, it is assumed that she has relapsed and will be grounds for considering immediate dismissal from The Hive. It is the immediate responsibilities of all housemates to notify the Program Director and/or Resident Manager as soon as they are aware that a housemate has not returned home.

**\*Visitation /Day Pass privileges are contingent upon meeting each milestone of the program. Provided all guidelines are met, residents in Phase I can be granted two day visits per month, as decided on a case-by-case basis by Staff.**

## **Stipends/Food Stamps**

Weekly stipends are no longer provided in Phase II due to the gain of employment. Thistle and Bee will continue to pay 100% of resident’s rent and utilities, and provide household cleaning and laundry supplies.

## **Individual Development Account (IDA) Match Savings**

Thistle and Bee’s IDA savings program was established to encourage residents to save for an asset or investment that will increase their financial independence, confidence, and stability in the future. Residents will provide a copy of monthly deposits into their savings account, showing accumulated totals. Before any withdrawals from personal saving accounts are made, the resident is required to meet with the Program Director and/or Resident Manager to explain the

circumstances surrounding the withdrawal and its intended use, as well as her plan to replace the withdrawal. Residents who have not opened a savings account by the end of their first year of residency will not be granted overnight passes in Phase III. Thistle and Bee will match \$1 for \$1, up to \$1,200 (for a total of \$2,400). Residents are eligible to participate for up to 30 months from entering the program. Once a participant is ready to purchase an asset, Thistle and Bee will send a check to the intended recipient (i.e. education institution, landlord, mortgage broker/bank, car dealership, general or criminal court clerk). \*See part III: Services and Support at Thistle and Bee – Matched Savings at Thistle and Bee

### **Goal Planning and One-On-Ones**

Phase II residents will continue to review and update their individual and community goal plans during one-on-ones with the Program Director as scheduled.

**\*If a resident disregards any of the above guidelines within Phase II (approximately 6-12 months), they will be required to meet with the Program Director to re-evaluate their goals, and possibly be placed on a “Special Plan.” In some cases, a resident may be considered for immediate dismissal from The Hive.**

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### **Phase III – Find Your Way Home (approximately 12-24 months)**

Residents in Phase III will work closely with the Program Director, Senior Case Coordinator, and/or Resident Manager to transition to independent living by beginning to create an exit plan to include permanent housing. They are still expected to participate in all requirements and responsibilities of community life, all aspects of the program, set an example and provide leadership for the newer residents, and continue to practice and live in active recovery. Phase III lasts up to 24 months, depending on the fulfillment of the requirements outlined below:

- Maintain part-time/full-time employment and/or attend school
- Attend ALL weekly program meetings/groups/classes (including fitness classes)
- Continue to follow through with all recommended medical, dental, recovery and mental health treatment throughout the duration of your residency at The Hive
- Maintain a curfew of 10:00pm
- Attend the mandatory 5 twelve-step meetings per week and present meeting sheet, signed by the meeting leader, at the beginning of each Monday community meeting.
- Attend all retreats

- Attend morning meditation every morning
- Obtain approval from Staff and housemates for all visitors, Saturdays and Sundays only
- Continue to work towards completion of all goals as identified in individual and community goal plan
- Continue saving money as you invest in the IDA savings account
- Create and implement a plan for graduation and transition to independent living that includes safe housing, work, financial planning, a relapse prevention plan and a network of support

Once the resident has completed all phase milestones, she is permitted to move out of The Hive (up to 2 years).

**Guidelines for Phase III Residents:**

**Recovery and Treatment Aftercare**

Phase III residents are to maintain good standing in their aftercare programs, continuing attending 5 12-step meetings a week, and submit signed attendance sheets at the *beginning* of each community meeting. Phase III residents are also required to continue individual weekly therapy and receive services from community mental health providers. The duration of time in individual therapy is negotiated between resident and therapist.

**Education**

Thistle and Bee will continue to assist with the educational endeavors of women in Phase III in order that they might complete their educational goals, provided that they meet the stated educational requirements.

**Goal Planning and One-On-Ones**

Phase III residents will continue to review and update their individual and community goal plans during one-on-ones with the Program Director as scheduled.

**Curfew**

Phase III residents keep a curfew of 10:00pm. *(Subject to change by the Program Director).*

**Visitation/Day Passes/Spending the Night Away**

Phase III residents are eligible for weekend onsite visitations with family members as well as going on a day pass with family members, children, or sponsors. All visitors must be approved through an interview with Thistle and Bee Staff to be deemed a “safe person.” Requests for onsite visitation and/or day passes will need to be made a week in advance by using the following guidelines:

- Providing a contact name, phone number, and address given to the Program Director

- The person must be considered a safe person and previously been interviewed by Thistle and Bee Staff
- Providing the estimated time she expects to return home

**Phase III residents are eligible to spend a night away from The Hive on a case-by-case basis, at the discretion of Thistle and Bee Staff.** All requests to spend the night away from The Hive must be made two weeks in advance. The person whom she is staying with must be approved through an interview with Thistle and Bee Staff to be deemed a “safe person.” If a Phase III resident is permitted to spend the night out, she **MUST** leave the following information:

- Where she will be, including a phone number and address
- Who she will be staying the night with
- The estimated time she expects to return the next day
- Agree to a drug screen upon returning

**\*Visitation/Day Pass/Spending the Night Away privileges are contingent upon meeting each milestone of the program. Provided all guidelines are met, residents in Phase III can be granted four day visits per month and two spending the night away visits per month, as decided on a case-by-case basis by Staff.**

### **Mentoring New Residents**

Phase III residents are responsible for providing leadership and support to all residents that are in Phase I and II of the program. Expectations and activities include the following:

- Assist with orientation of new residents.
- Review guidelines/rules with new residents.
- Provide support and guidance for residents who are new in the recovery process.
- Communicate with Staff when you notice a problem brewing within the community.
- Report any incidents that could be potentially dangerous or violations that risk the integrity of the agency.
- Assist with leading house meetings.

**\*If a resident disregards any of the above guidelines within Phase III (approximately 12-24 months), they will be required to meet with the Program Director to re-evaluate their goals, and possibly be placed on a “Special Plan.” In some cases, a resident may be considered for immediate dismissal from The Hive.**



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## **Phase IV – Sisters for Life: Post-Graduation (24 months and beyond)**

After successful completion of the first three phases, residents graduate and become Sisters for Life, depending on the fulfillment of the requirements outlined below:

- Have employment with income
- Having saved a minimum of \$1,200
- Ability to obtain safe, permanent housing
- Successfully complete her individual and community goal plans
- Continue to participate in program activities by attending a minimum of 2 groups per week
- Actively utilize a long-term relapse prevention plan
- Create a life goal and maintenance plan
- Maintain sobriety for a minimum of a year prior to graduation
- Complete an exit interview
- Participate in a graduation ceremony
- Participate in follow-up interviews at 1/3/6 months and 1 year after completing the program

### **Bee Sisters for Life**

Bee Sisters for Life are Thistle and Bee graduates who remain actively involved in the Thistle and Bee community. They are women who intentionally seek opportunities to further the mission of Thistle and Bee by giving back to women still on the street, or to The Hive residents. Thistle and Bee graduates of 5+ years, who are not employed by Thistle and Bee, may sponsor a resident. Thistle and Bee employees may not sponsor a resident, but they may be able to support our mission and residents through a variety of ways such as:

- Volunteer to participate in community meetings to offer support or inspiration
- Join the Thistle and Bee Graduate Facebook community
- Engage in speaking events to share information about Thistle and Bee

## ***HOUSING***

Thistle and Bee is a gift of a two-year, housing first, rent-free program. Women live at The Hive, where they share living quarters with other residents and actively participate in community living. The Hive does not have 24-hour staff onsite. We rely on residents and the strength of their recovery in community to maintain their houses and follow all program guidelines; however, staff is available 24-hours a day. Women nearing graduation are given guidance and support to locate and obtain safe, affordable, permanent housing.

\*Thistle and Bee is not liable for any lost or stolen personal items at The Hive; therefore, renters insurance is recommended but not required.

## ***EDUCATIONAL OPPORTUNITIES***

Thistle and Bee provides educational and moral support for all women who come into the program without a high school diploma or GED. We can assist women with gaining financial resources for college, technical training, and job skill programs.

## ***REFERRAL AND SUPPORT FOR TREATMENT***

Thistle and Bee offers referral, case management and advocacy to community nonprofit providers for medical, dental, addiction recovery and mental health treatment.

## ***TRANSPORTATION / BUS PASSES/CARS***

Thistle and Bee provides transportation for residents to and from all community appointments for approximately the first 6 months. Thistle and Bee will provide a 30-day bus pass for residents at The Hive after completion of Phase I; and support in learning how best to use Memphis's bus transportation system. Women who are able to obtain a legal drivers license and car insurance, may use their own vehicle after the first 6 months. Women in Phase II and beyond are considered independent riders.

## ***LEGAL SUPPORT / INTERVENTION***

Thistle and Bee helps residents respond to any outstanding warrants and assist in improving their legal records through advocacy in the court system and, in some cases, financial assistance with fines.

## ***GROUP SESSIONS***

Residents attend in-house quarterly psycho-educational cohorts on community living, education, recovery, spiritual, healthy coping, and health and wellness.

## ***HOUSING AND SECURITY DEPOSIT ASSISTANCE***

Women who have successfully completed the program may need assistance in locating and/or qualifying for adequate housing; staff will assist in this area. In addition, they must follow the guidelines of the Individual Development Account policy (attached).

### ***INPATIENT / OUTPATIENT TREATMENT REFERRAL***

Thistle and Bee assists residents in finding treatment facilities that are appropriate for any particular needs they may have for treatment.

### ***CASE MANAGEMENT***

Each resident will have one-on-one meetings quarterly with the Program Director to discuss her individual and community goal plan for recovery, health, education/work, relationship issues and housing. Staff will provide information, referrals and advocacy on behalf of all residents to assist them in meeting their goals for change.

### ***LIFE SKILLS***

Thistle and Bee works with residents on an ongoing basis to acquire healthy coping and life skills. By learning these skills, residents are better prepared to handle life on their own after graduation from Thistle and Bee. Life skill opportunities include:

- Healthy coping and recovery skills from traumatic stress and addiction
- Conflict resolution
- Decision making
- Family re-unification in recovery
- Journaling
- Living as a recovering prostitute
- Money management and financial literacy
- Basic computer literacy
- Resident savings plan
- Basic computer literacy
- Health and wellness
- Vocational training, career direction and job retention
- Relationship and community support networking
- Spirituality in recovery
- Relapse prevention

### ***MEDICAL, DENTAL, VISION AND MENTAL HEALTH TREATMENT***

Thistle and Bee partners with an established network of local health care providers and safety net programs to provide residents with primary medical, dental, addiction recovery, mental health care, and prescription medicine. Thistle and Bee educates residents about these partnerships and works to access such care as needed. Staff members assist residents by providing information and forms regarding healthcare for women who are medically indigent.

### ***OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS***

Many women coming to Thistle and Bee have chronic physical health issues requiring prescription medication and/or mental health issues that can be treated with prescription medication. Thistle and Bee assists residents with obtaining medicines prescribed for them by their medical and mental health providers (as well as over-the-counter pain reliever antacids, and other such drug store items).

Residents requesting help in obtaining prescription medicines must have current, valid prescriptions, which have been cleared as non-narcotic and safe for use by the resident.

Thistle and Bee Staff must maintain a list of each resident's current prescription medications and help coordinate follow-up provider visits and re-fills of medication. Residents are responsible for meeting with the Program Director and/or Resident Manager to fill prescription medication boxes, acknowledge need for the medication and its prescribed use and to inform staff of any problems or questions. **Residents who are unwilling to follow prescribed medical and mental health treatment plans are subject to discharge from the program.**

If a resident gets sick and needs to be seen by a provider quickly, staff is available for after-hours calls; as well as the Program Director. Thistle and Bee will not pay for visits to the emergency room, for routine health care, or if a resident elects to go the emergency room without prior approval by Thistle and Bee staff. With the exception of a call to 911, residents must notify on-call staff if they think they need emergency care.

**Under no circumstances are residents allowed to share or sell their prescription medications. Doing so is considered a relapse and will result in discharge from the program.**

### ***MATCHED SAVINGS AT THISTLE AND BEE***

Thistle and Bee Individual Development Account (IDA)

Thistle and Bee's IDA savings program was established to encourage residents to save for an asset or investment that will increase their financial independence, confidence, and stability in the future. Residents will provide a copy of monthly deposits into their savings account, showing accumulated totals. Before any withdrawals from personal saving accounts are made, the resident is required to meet with the Program Director and/or the Resident Manager to explain the circumstances surrounding the withdrawal and its intended use, as well as her plan to replace the withdrawal. **Residents who have not opened a savings account by the end of their first year of residency will not be granted overnight passes in Phase III.** Thistle and Bee will match \$1 for \$1, up to \$1,200 (for a total of \$2,400). Residents are eligible to participate for up to 30 months from entering the program. Once a participant is ready to purchase an asset, Thistle and Bee will send a check to the intended recipient (i.e. education institution, landlord, mortgage broker/bank, car dealership, general or criminal court clerk).

Thistle and Bee's IDA accounts can only be used for the following:

1. Post-secondary education tuition
2. Down payment on a home
3. Deposits for apartment expenses
4. Purchase of a car
5. Small business development

6. Debt reduction on outstanding court fees/fines/penalties accrued while addicted

Thistle and Bee maintains an account at Hope Credit Union specifically for our IDA program. Deposits from participants are accepted twice a month and we recommend that participants try and deposit at least \$50/month into their account. Two Staff members are required to sign off each deposit slip, and participants will receive a signed receipt for each deposit made. Thistle and Bee will match savings deposits at the end of each month.

Requirements for Matched Savings at Thistle and Bee:

1. A commitment to depositing at least \$50 monthly. In order to earn a match, participants must be able to show a pattern of saving monthly. For residents with their own savings account you must submit a copy of your monthly deposits in order to be considered for a match.
2. Attendance at Magdalene's financial literacy group. Financial literacy teaches how money works in the world—how to earn it, save it, manage it and even turn it into more money. Participants in the group learn how to budget, save, pay down debt and plan for the future.
3. When necessary, working one-on-one with a financial coach or pro-bono attorney to create a plan to pay down debt that would otherwise prevent you from securing safe, affordable housing when you graduate.

### ***EMPLOYMENT OPPORTUNITIES AT THISTLE AND BEE***

Founded in 2014 and named for the wildflower that grows on roads frequented by women who prostitute, Thistle and Bee is The Hive's social enterprise. At Thistle and Bee, The Hive residents and Staff bake, package, market and sell honey and granola while caring for several apiaries in the city of Memphis.

Thistle and Bee provides The Hive residents with on-job training and possible job placement, and full and part-time, plus management level employment. Thistle and Bee employs two of our graduates on a full or part-time basis. Thistle and Bee is a creative, profitable and sustainable workplace for residents. **In the event of a staff recommended discharge or a woman leaves of her own choosing against the advice of the program staff, residents employed with Thistle and Bee will automatically terminate their employment.** Exceptions to this policy would be if a woman is pregnant or reunited with her children and leaves with approval of program staff.

## PART IV: COMMUNITY LIVING AT THE HIVE

### *GUIDELINES FOR COMMUNITY LIVING*

Life at The Hive is life in community, guided by a set of principals envisioned by former Thistle Farms/Magdalene's residents, graduates, staff and volunteers. Find Your Way Home is also Thistle and Bee's guide for how people live best in community with each other. It includes the following beliefs and values: Each resident is connected to every other resident. You are a part of Thistle and Bee. The choices you make will affect, and be affected by every other resident. The hope of our community is that love and grace can flourish as agents for positive change for all individuals.

Showing support and care include, but are not limited to, the following:

- Taking the time to listen
- Offering help/assistance if requested
- Communicating honestly with one another
- Expressing concern when you see that another resident is breaking the contract for living in community
- Working with Thistle and Bee staff and residents cooperatively
- Beginning the days together with prayer and meditation as a group
- Showing respect to Thistle and Bee staff, housemates, and community

If any resident is unwilling to give support to any of her community sisters, she breaks the solidarity of what living in community can do to strengthen the very foundation of the program.

Thistle and Bee understands that it is not always easy to live with other people. With this in mind, we have established guidelines that must be adhered to in order to successfully live in community with one another. **Because these guidelines are the key to successful completion of the Thistle and Bee program, a violation of the following guidelines may result in consequences, up to and including discharge from The Hive Residential Program.**

#### Living Honestly

The Hive residents promise not to lie, cheat or steal, nor to tolerate those behaviors in others. Residents are required to obey all federal, state and local laws, including, but not limited to, not driving a motor vehicle without a valid driver's license, or driving an automobile uninsured.

If a resident is aware of another resident breaking any rule or local, state or federal law, she should first consider talking directly to that resident and encouraging her to report the situation to staff members—but only if she perceives that it is safe to do so. If she decides to first speak with the resident that is breaking the guideline/rule/law, she must speak to that resident in a way that expresses care, encouragement and support.



Otherwise, the resident that has knowledge of any rule or law that is broken must disclose the information to a member of the Thistle and Bee staff within 48 hours (2 days) of discovery. Failure to report such knowledge even after an attempt to get the resident to come forward could result in consequences up to and including discharge from The Hive Residential Program. However, if the resident that has broken the guideline/rule comes forward on her own, or after being confronted by the discovering resident, the discovering resident is no longer responsible for reporting the infraction.

### **Confidentiality**

Residents are required to keep the location of The Hive confidential, unless disclosure is authorized.

Residents are required to keep the identities of other residents confidential.

Residents are required to keep Thistle and Bee issues confidential, including those regarding other residents, house rules, and Thistle and Bee staff.

Thistle and Bee believes confidentiality is a right due to all residents. Staff policy is to keep all resident needs and concerns confidential.

### **Communication**

When spending the day or night away from The Hive, all residents are required to leave a contact name, number and address of whom they will be staying with for the Program Director and/or Resident Manager. If that information changes, they are required to inform the Program Director and/or Resident Manager within reasonable time.

Each resident is required to check the house phone messages daily. No one is allowed to erase the messages of another resident. All residents are required to save group phone messages until all housemates have had a chance to review them, at which time they should be erased. Residents are required to keep phone conversations to 15 minutes.

### **House Community and Wrap-Up Meetings**

Residents are required to attend all Thistle and Bee community meetings weekly, which will be held on Mondays and Fridays. House meetings last approximately an hour and are a time for residents and the Thistle and Bee staff to come together for community building, discussing house issues, problem solving and planned programs of interest and benefit to the residents.

In an effort to better utilize time together; here are some tips for conducting community meetings:

- Come prepared to every meeting with paper, pen and NO cell phone.
- Everyone should complete their weekly reports and any requests BEFORE coming to the meeting in order to prevent interruptions and distractions during discussion. Residents who don't complete weekly



reports prior to the community meeting will meet with the Program Director individually.

- Everyone should arrive at least 10 minutes before meeting time. This will allow you the opportunity to prepare physically, mentally and spiritually.
- Light a candle. Open with a centering prayer or meditation. Make sure the candle is lit.
- If you are conducting the meeting come prepared with something refreshing to offer.
- Begin with a feelings check-in.
- Be mindful that everyone deserves an opportunity to share feelings. Try not to monopolize the meeting.
- Be mindful of your attitude, tone of voice, and body language.
- Do not talk or interrupt while someone is speaking.
- Listen with your mind, body and spirit.
- Respond to the issue that is currently being addressed.
- Be mindful of your stress level. Perhaps it is best to refrain from speaking if you are feeling extremely agitated or aggravated. You can always speak with the Staff apart from the meeting.
- Bring a calendar to the meeting so that you can record important updates.
- Bring your concerns to the meeting and present them respectfully.
- Do not disagree loudly or angrily.
- Personal concerns of a business nature should be reserved for consultation with Staff either before or after the meeting.
- Be mindful that we are all in life's everlasting recovery program. We are all fragile in some way.
- Remember the spirit by which you send a message will either invite someone to listen or push them away.

### **Meditation / Morning Circle**

The residents will meet independently for meditation daily at 8 a.m. Weekend meditation is optional. Participation during mediation should be rotated amongst all residents. In an effort to better utilize time together here are some tips for conducting meditation and morning circle:

- Everyone should arrive at least 10 minutes before meeting time. This will allow you the opportunity to prepare physically, mentally and spiritually
- Light a candle. Open with a centering prayer or meditation
- If you are conducting the meeting come prepared with something positive or inspirational to offer
- Be mindful that everyone deserves an opportunity to share feelings. Try not to monopolize the meeting
- Be mindful of your attitude, tone of voice, and body language
- Do not talk or interrupt while someone is speaking

- Listen with your mind, body and spirit
- Respond to the issue that is currently being addressed
- Be mindful of your stress level. Perhaps it is best to refrain from speaking if you are feeling extremely agitated or aggravated. Speak with staff in private after the meeting
- Bring a calendar to the meeting so that you can record important updates.
- Bring your concerns to the meeting and present them respectfully.
- Do not disagree loudly or angrily.
- Personal concerns of a business nature should be reserved for consultation with staff either before or after the meeting.
- Be mindful that we are all in life's everlasting recovery program. We are all fragile in some way.
- Remember the spirit by which you send a message will either invite someone to listen or push them away.

### **Drugs / Alcohol**

Residents are expected to maintain a substance-free lifestyle for the duration of their stay at The Hive. All residents and graduates working at Thistle and Bee are subject to random urine drug screens. Refusal to take a drug screen will be interpreted as relapse. Allowing any person or persons known to be actively using alcohol or drugs on The Hive property will result in discharge for that resident. Likewise, residents are not allowed to bring any person or persons known to be actively using alcohol or drugs to The Hive.

All residents are expected to attend regular 12-Step Meetings as indicated in each phase of residence.

### **Security**

Residents are required to keep outside entrances locked at all times and to double-lock all doors and secure all windows when leaving the house unoccupied. The house is equipped with a Ring security system, which will be linked to the Program Director and another designated Thistle and Bee staff rotating on-call.

Installing locks or locking bedroom doors is **not** allowed.

Residents will be responsible for paying a fee of \$10.00 for replacement of a lost key. Thistle and Bee is not responsible for the loss of valuable items.

### **Smoking**

Smoking is not allowed inside The Hive. Because of the potential for an accidental fire that might harm other residents or the dwelling, any residents found to be smoking inside will be discharged. Smoke is allowed only in designated areas outside of the house and place cigarette butts in receptacles.

### Sexual Activity

Sexual activity with other residents or outside acquaintances/mates is prohibited on all Thistle and Bee properties and while at the property of any community partners. Pornography of any kind (movies, magazines, etc.) is also prohibited. Any resident participating in such act is at risk for immediate dismissal.

### Cell phones

Residents are permitted to purchase and keep personal cell phones once they begin working in Phase II, have an approved budget, have met specific milestones and/or have approval from staff. Typically, residents are eligible for a cell phone after six months of entering The Hive. **Thistle and Bee staff may remove a resident's cell phone if she is not following community guidelines and/or is using the phone in an unhealthy manner.**

### Cars

The only residents who can drive/own cars at The Hive are those who:

- Have been in residence for a minimum of 6 months without relapse and without a behavior contract
- Have cleared their driving records of all outstanding charges, fees, etc.
- Have a valid driver's license
- Have car insurance
- Have opened a savings account

### Gambling

Gambling is not allowed (on or off the property) by any resident at any time.

### Pets

Pets are not allowed, with the exception of a fish.

### Privacy

Residents must always knock before entering through a closed door.

### Others' Belongings

Resident will not use items belonging to another resident (unless the owner has given permission).

### Mail

All mail is received through the PO Box and is distributed by Staff. Residents are NOT to give out the house mailing address to anyone. All mail that comes directly to the house will be in a locked mailbox and monitored by Staff. Staff has the right to monitor incoming mail and return to sender if necessary. This policy is for the safety of all residents.

### Visitors

Residents are not allowed to have visitors who are a part of the resident's history of prostitution, drugs and alcohol, visitors in active addiction and/or anyone participating in criminal activity.

Visitors are only allowed to visit in the living room area. All visitors are required to leave by 6pm. All bedroom doors must be closed before allowing a male visitor to enter the property. Neither male nor female visitors are allowed to visit overnight.

In keeping with Thistle and Bee's goal of family reunification, women who have visitation rights with their minor children may visit with them at The Hive residence up to two weekends per month. The following policy insures the safety and well-being of children visiting their mothers at The Hive.

- After being at The Hive for 90 days, residents may request visitation with their children on Saturday and/or Sunday during daytime hours (9am-6pm)
- The weekend staff member will be present/available during visitation hours.
- Children are not allowed to spend the night under any circumstances.
- Mothers must be present and responsible for any and all activities with their children at all times. Other residents, staff and/or volunteers are never to supervise visiting children without the mother present.
- Children are allowed to visit and play in common living areas during visits and their mother's bedroom. Doors to all rooms where children are present must be kept open. Children are not allowed in other residents' bedrooms.
- In the event it is suspected that a child is being abused, staff must be notified immediately. It is the responsibility of the Program Director to contact the Department of Children Services. The individual to whom the child made the disclosure must remain on site while the report is made and must cooperate with any child welfare or criminal justice request for information.

### **Cleaning**

Residents are responsible for keeping their personal living space clean and also for completing their assigned individual chores.

Each resident will clean up after she cooks, bathes or uses the common area.

All residents are required to participate in The Hive Community clean-up days.

### **Food and House Supplies**

Thistle and Bee will provide some bulk household, cleaning, and laundry supplies. Residents are responsible for:

- Keeping track of household supplies
- Compiling shopping lists of items needed
- Assisting with monthly shopping trips to purchase items needed
- Preparing menus
- Cooking meals and cleaning

### **Daily/weekly schedule**

Thistle and Bee staff maintains a weekly schedule for transportation to all community based appointments and meetings. Residents are responsible for notifying staff of all upcoming appointments requiring transportation.

Our daily schedule of in-house groups, meetings, outings and events are announced and all residents are expected to participate unless they have notified staff of upcoming absence.

### **Employment / Education**

All residents are expected to work or attend school part time or full time once they have completed the first phase of the program. Residents who do not yet have a GED will attend local GED preparation classes.

### **Emergency Contacts**

All residents will keep a list of emergency phone numbers with staff.

In the event of an emergency, residents are alerted by verbal announcements, telephone calls, or a staff member who is present.

### **In the event of fire:**

- ALL staff and residents shall evacuate immediately by means of the nearest available marked exit and gather outside at agreed upon designation.
- Designated staff member or resident shall be sure everyone has evacuated.
- Designated staff member or resident shall call 911.
- No residents are assigned to perform medical or rescue duties during emergency evacuation situations.
- Program Director and/or Resident Manager must be contacted immediately.

\*Portable fire extinguishers are provided in the workplace and at the residence for staff and/or resident use. In the event of fire, after calling 911, any staff member and/or resident may use extinguishers to attempt to extinguish the fire before evacuating.

### **In the event of tornado:**

Staff will be responsible for alerting by phone or in person all residents when the possibility of a tornado exists.

Residents will have an agreed upon designated interior space for shelter in the event of a tornado (which should be an enclosed area with no windows).

### **Contacting the Program Director**

The Program Director will regularly be available to the residents during house meetings and for phone consultation. Residents are encouraged to address issues at the weekly house meetings. For individual needs, or those that require addressing prior to the weekly house meetings, residents may phone the Program Director during office hours. Should voice mail pick up during regular office hours, the resident may leave her name, the time of her call and the nature of her call on the voicemail. The call will be returned as soon as possible.

If a resident feels she needs to phone the Program Director outside office hours with an issue not described above, she must contact the On-Call Staff member prior to phoning to determine if it is something that can safely wait until the next house meeting or until regularly scheduled office hours.

Only in case of an emergency may residents phone the Program Director at a time other than during regular scheduled office hours. The following are some examples of emergency situations that would apply:

- Life-threatening illness or medical emergency
- House emergency such as fire, theft or natural disaster
- Substance abuse by a resident
- Presence of an active user in the house
- Violence or threat of violence
- Roadway emergency, such as auto breakdown or accident
- Presence of a weapon, drugs or alcohol on or near The Hive property
- Use of violent or abusive language towards residents or staff

### **Relapse / Unsafe Behavior**

If a resident breaks a guideline or relapses, she must take responsibility for her actions. The resident can expect consequences and support in gaining insight into her behavior. Consequences will vary depending on the infraction, and will be determined by Thistle and Bee Staff. Thistle and Bee understands that relapse and/or unsafe behavior is a crisis for the resident and the entire community. In order to offer provisions of support for the resident, the community and the staff, it is necessary to implement a plan that is safe, effective and efficient for both the individual who has relapsed as well as the entire community. Thistle and Bee never likes to discharge a resident out on the streets before she is ready; however, if the health and safety of the community is threatened by allowing that resident to remain, Thistle and Bee must discharge that individual.

The following events may result in immediate discharge:

- Drug or alcohol use on or off property (including huffing, utilizing cleaning supplies)
- On-going attention-seeking behaviors or conflict that disrupts the community
- Alcohol or drug paraphernalia is found in the house or on the resident
- A random drug or alcohol screen returning with a positive result
- Any illegal activity involving illicit drugs or unauthorized prescriptions
- A resident commits or threatens violence against a member of the Thistle and Bee staff, a volunteer, or another resident
- Participation in any sexual activity in the house
- Breaking confidentiality by inviting unapproved individuals into the whereabouts of our house or program.
- Allowing anyone onto the property who has relapsed from Thistle and Bee and has been previously discharged

The following steps will take place when a resident is discharged:

1. Keys will be taken and the house locks will be changed at the residence.
2. The **resident will need to make arrangements** for a place to stay during this time.
3. Thistle and Bee staff will provide transportation if needed.
4. The resident signs a noncompliance/unvoluntary or voluntary discharge form.

***\*\* Residents are responsible for packing their property immediately upon discharge. Property that is not removed at the time of discharge will be removed by Thistle and Bee Staff.***

***\*\* Residents are not allowed back on The Hive property after a relapse, unless accompanied by Thistle and Bee Staff.***

### **Can I Come Back if I am Discharged?**

Re-admission is decided on a case-by-case basis that takes into account the needs of the whole Thistle and Bee community for safety. A resident may not readmit for a minimum of 30 days, pending availability. If a resident wishes to return to the program after being discharged due to relapse, another serious violation of rules, or voluntary leave she must take the following steps:

1. The resident will contact the Program Director to discuss the issues leading to relapse and to arrange an appeal for re-entry into program.
2. In addition, the resident must meet with the entire residential program team.



The resident must be willing to adhere to the intervention and Relapse Prevention Plan as well as follow all assigned tasks listed if permitted to reenter. The resident must make contact with her sponsor to advise of current status.

3. The Hive residential staff will review the resident's appeal and agreements for relapse prevention and/or safety.
4. If the resident follows all steps for re-admission and is invited to return by staff, she will be allowed to return. During the first thirty days, she must accomplish the following:
  - Resident will provide a sobriety plan to the residential team. If the resident does not adhere to the plan, she will be dismissed from the program
  - Resident must maintain good standing in the IOP or other treatment program
  - Resident must attend all required meetings
  - Resident must meet all expectations that pertain to their relapse prevention plan--including curfews, restrictions; written assignments, etc.
  - Resident will not be allowed any visitation/passes/overnight privileges until she has exhibited behavior that indicates stability in her recovery

### **If the Resident Does Not Come Back**

If Thistle and Bee does not hear from the resident of the relapse or rule violation, the individual's belongings will be packed and put away for one week. If the items are not claimed, the items will be removed from the property.

### **Relapse Prevention**

As stated in the introduction, it is the mission of Thistle and Bee to provide women in our community a supportive, nurturing and safe recovery environment. Residents create and utilize a Relapse Prevention Plan that will be reviewed with the Program Director periodically as a way to determine how to address issues associated with relapse. In addition, residents will participate in all scheduled treatment programs on and off site. This is an attempt to provide a proactive method of intervening before relapse occurs. The following steps will be taken as a part of the prevention plan:

1. Residents will complete a questionnaire identifying factors associated with relapse that they will be asked to review regularly with staff, community providers, and/or sponsors.
2. Residents will sign an abstinence and recovery contract upon entry and every three months thereafter.
3. Random alcohol and drug screens will take place throughout the residency.

## **12-Step Meeting Addendum**

- Community Meeting are not 12 Step Meetings!!!!
- Find a home group but try to attend diverse meetings
- Switch up your meeting (get out of your comfort zone and visit different ones)
- Find and attend meetings that are effective
- You should be at the meetings for the entire duration (from the start time until the end/finish time)
- Smoke and break only at the smoke/break period or designated time
- Residents need to get involved with “Service Work” at the meetings
- You need to attend co-dependency meetings
- You need to attend ACOA or Al-Anon meetings
- You need to attend SLAA meetings
- In order to attend Sponsor Step Meetings, you must have & obtain permission. Your sponsor must contact the Program Director for verification

**90 Meetings in 90 Days MEANS JUST THAT! If you fail to meet this criterion, you must/will start over!**